



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA**
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NOTICE OF POSITION VACANCY

POSITION TITLE: LAW CLERK—TERM TO A U. S. DISTRICT JUDGE

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 23-DSC-20

OPENING DATE: TUESDAY, OCTOBER 3, 2023

CLOSING DATE: APPLICATIONS RECEIVED BY **TUESDAY, OCTOBER 10, 2023** WILL BE CONSIDERED FOR FIRST REVIEW (POSITION IS OPEN UNTIL FILLED).

JOB CLASSIFICATION/GRADE: JSP-11 THROUGH JSP-14

SALARY RANGE: \$69,107 - \$116,393 (STARTING SALARY COMMENSURATE WITH EXPERIENCE. SALARY PLACEMENT MAY BE HIGHER WITH POST JURIS DOCTORATE LEGAL WORK EXPERIENCE AND BAR ADMISSION. **MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.**)

TERM: THE APPOINTMENT TERM IS NEGOTIABLE AND WILL RUN THROUGH EITHER AUGUST 1, 2024, OR AUGUST 1, 2025. THE APPOINTMENT TERM WILL BE NO LESS THAN EIGHT MONTHS FROM THE DATE OF APPOINTMENT, WITH THE JUDICIAL OFFICER HAVING THE OPTION TO EXTEND THE APPOINTMENT. THERE IS A LIFETIME LIMITATION OF FOUR (4) CUMULATIVE YEARS OF TERM CLERKSHIP SERVICE WITH THE UNITED STATES COURTS. SERVICE AS A CAREER LAW CLERK OR AS A TEMPORARY LAW CLERK IS NOT CHARGED AGAINST THE FOUR-YEAR LIFETIME LIMITATION.

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time Law Clerk - Term position for a U. S. District Judge. The Law Clerk works under the direction of the District Judge and is responsible for researching issues of law, extensive writing, attending and assisting with court proceedings, and making recommendations based on the law.

PRINCIPAL DUTIES OF THE POSITION INCLUDE:

- Researching substantive issues of federal and state law;
- Drafting legal memoranda, orders, and other documents;
- Assisting the judge in preparing for hearings, trials, and other proceedings;

- Generally providing legal support to the judge;
- Performing administrative duties;
- Interacting with other court personnel, attorneys, and/or litigants; and
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school approved by either the American Bar Association or the Association of American Law Schools and have demonstrated at least one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

PREFERRED QUALIFICATIONS:

Strong preference will be given for experience in a prior federal clerkship or other comparable position. Preference also will be given for experience in the practice of law.

Candidates must also possess the following personal skills and characteristics:

- Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing;
- Superior organizational skills, including the ability to work independently on multiple tasks in high-volume environment;
- A high level of maturity, being responsible and exercising good judgment; and,
- Exceptional integrity and professionalism, including with to work product, attitude and demeanor.

COMPENSATION AND BENEFITS:

The pay rate offered is dependent upon the applicant's qualifications and Judicial Officer Approval.

The table below shows the minimum number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels. Please note, appointment to JSP-12 or above requires bar membership of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14*	3	Yes

*Two years of federal chambers law clerk, staff attorney, bankruptcy appellate panel law clerk, pro se law clerk, or death penalty law clerk experience is required in order to be appointed at or promoted to JSP-14.

Employees of the United States District Court are "at-will" employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same as other federal government employees. Some of the [benefits](#) are:

- Employees receive eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

MISCELLANEOUS:

- Participation in the interview process is at the applicant's own expense. The Court will only communicate with those qualified applicants selected for an interview. If you are not notified, another applicant was selected.
- Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work for the Court are considered "at will" and work at the pleasure of the Court.
- As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies. Also, this position is subject to mandatory electronic funds transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States. (See [Citizenship Requirements](#)).

Qualified applicants should submit **one PDF document** that contains:

- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume, including law school and undergraduate GPA
- A writing sample

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

All application material must be submitted ELECTRONICALLY, no exceptions, to HRadmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer.